



GENESIS

How to Guide How to View Debtor Orders/Quotes

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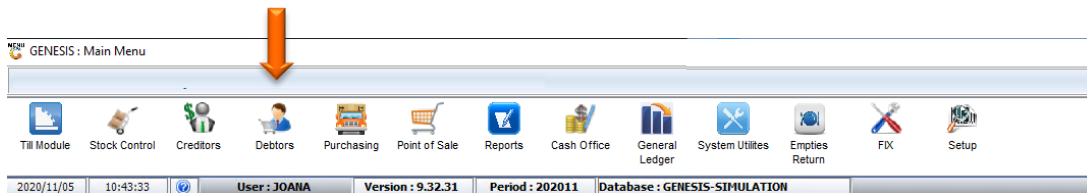
1. **Open** Genesis Menu.



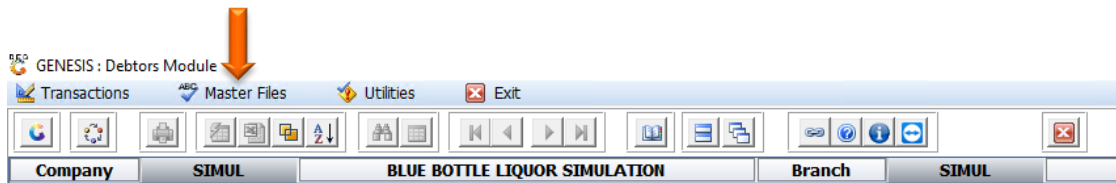
2. Type **User code** and **Password**.

A screenshot of the "GENESIS Main Module" login window. At the top, it says "GENESIS Main Module". Below that is a "Select Company" dropdown menu with "BLUE BOTTLE LIQUOR SIMULATION" selected. To the left is the Genesis logo. To the right are two input fields labeled "User Code" and "Password", with orange arrows pointing to them. Below the input fields are "Cancel" and "OK" buttons. At the bottom, there is a status bar with "CMN999", "GENESIS Main Module", and "Version : 10.33.51".

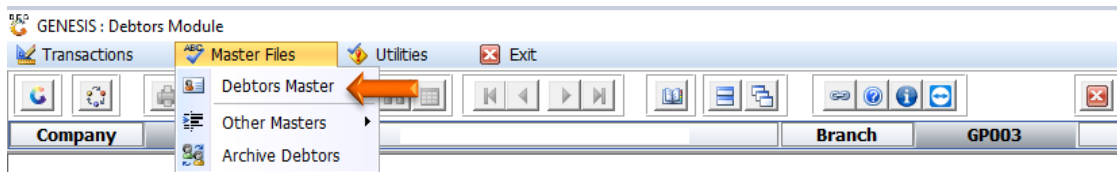
3. Open **Debtors** from the Main menu.



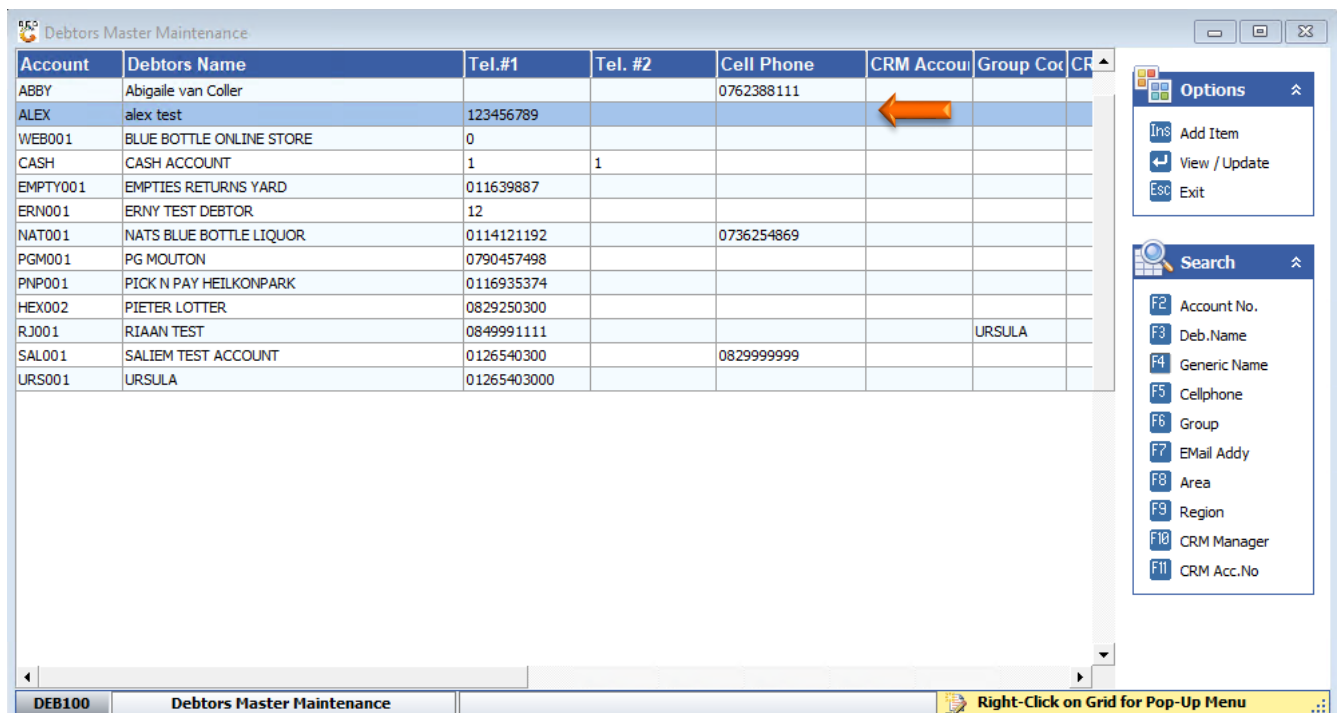
4. Click on **Master Files**.



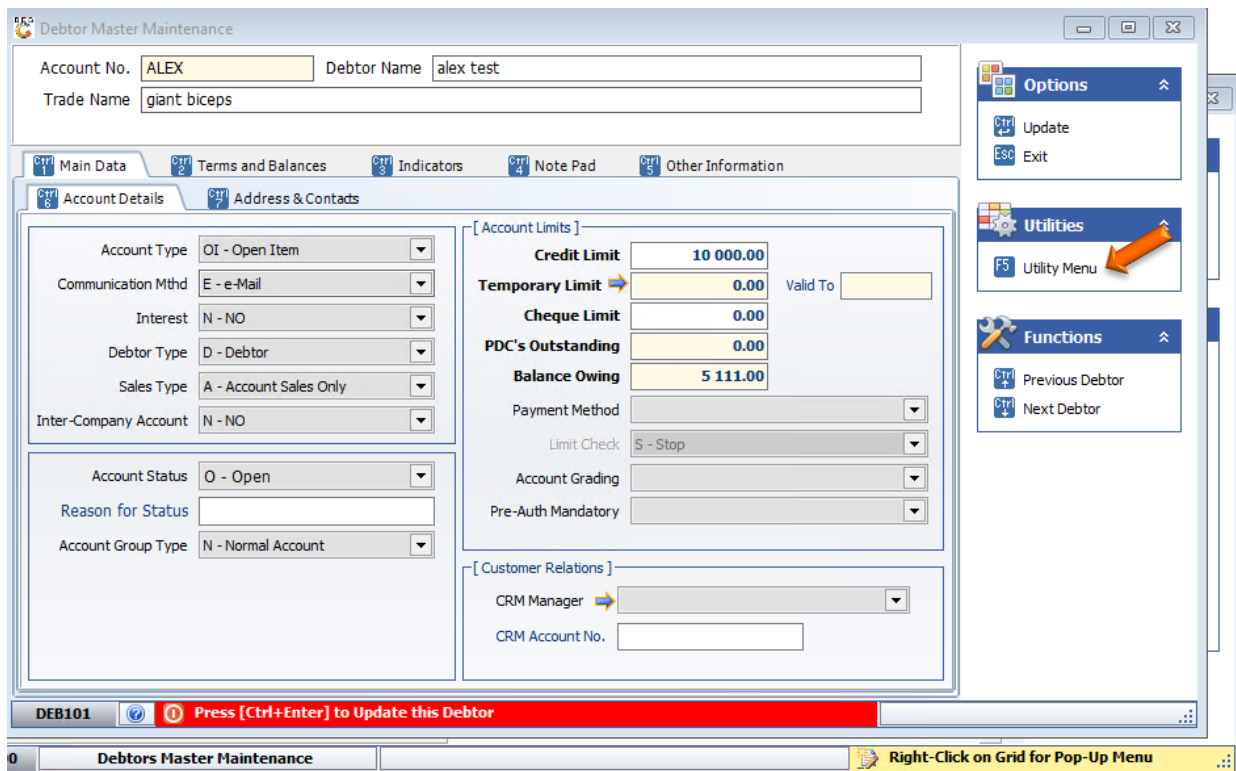
5. Click on **Debtors Master** from the drop-down menu.



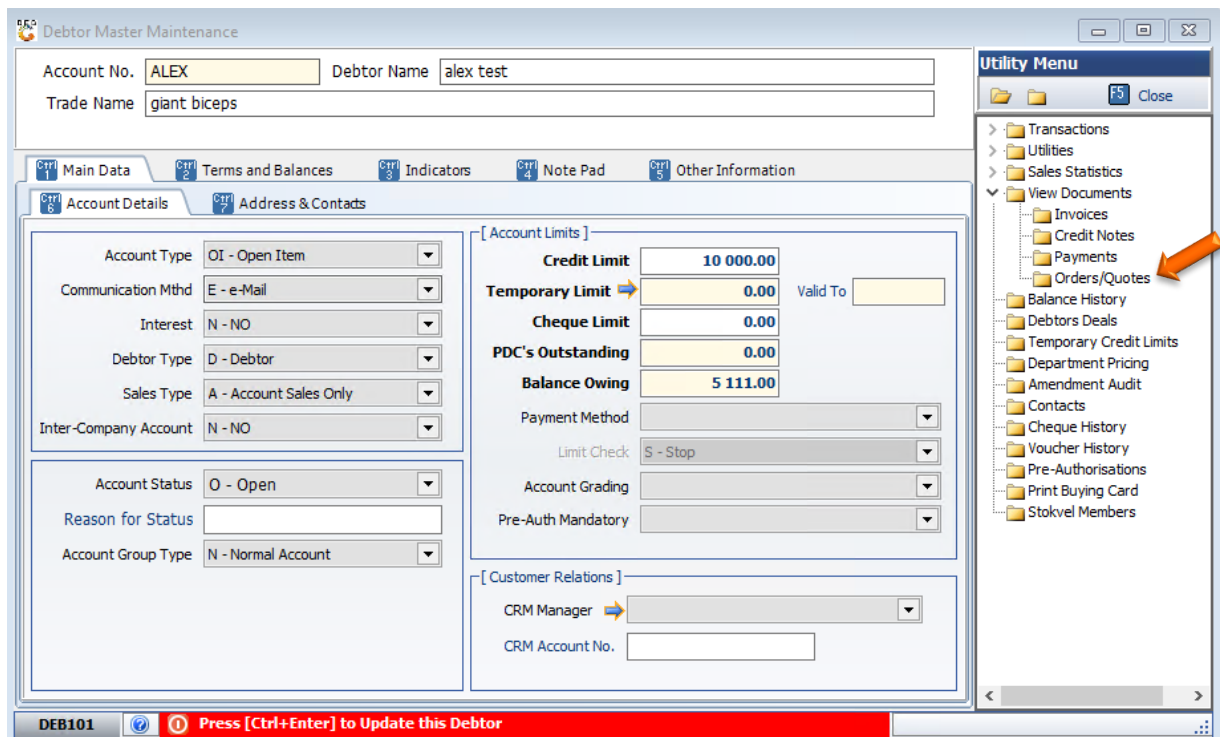
6. When prompted to the following page **double click** on the **Debtor** you wish to view the report on.



7. Once opened click on **Utility Menu** or **F5**.



8. Go to **View Documents** then click on **payments**.



- Select the **desired date** that you would like to see the invoices from, **Press enter** to complete.

The screenshot shows the 'Debtors : Browse Debtors / Orders' window. The search criteria are: Account No. ALEX, Debtors Name alex test, From Date 2021/09/01, and To Date 2021/09/30. The table below the search criteria is empty, displaying '<No data to display>'. The table has columns: Txan.Type, Till No., Document No., Doc.Date, Total Excl., Total VAT, Total Incl., and Source Branch. On the right side, there are two panels: 'Options' with 'View Document' and 'Exit' buttons, and 'Functions' with a 'Print/Preview' button.

Txan.Type	Till No.	Document No.	Doc.Date	Total Excl.	Total VAT	Total Incl.	Source Branch
<No data to display>							

- Press Enter to View Document or click on the View Document option.

The screenshot shows the 'Debtors : Browse Debtors / Orders' window with the same search criteria as the previous screenshot. The table now contains one row of data. The table has columns: Txan.Type, Till No., Document No., Doc.Date, Total Excl., Total VAT, Total Incl., and Source Branch. On the right side, the 'Options' panel now has a 'View Document' button highlighted, and the 'Functions' panel remains the same.

Txan.Type	Till No.	Document No.	Doc.Date	Total Excl.	Total VAT	Total Incl.	Source Branch
DEBQOT	110	11040100006	2021/09/07	6 218.21	932.73	7 150.94	SIMUL

11. Once entered you will be prompted to the below image. Here you can see the required details on each item and line.

Debtors : Browse Debtors / Orders

Account No. Debtors Name

Document No. Transaction Type

Detail Lines Header Info

Line	Stock Code	Link Code	Description #1	Quantity	Price	V.A.T.	Total	Li
10	64565	64565-006	1313 Brandy 750ml X6	1.00	5 111.00	666.65	5 111.00	
20	13204	13204-006	4th Rabbit 100% Karoo Agave 500ml X6	1.00	2 039.94	266.08	2 039.94	

Options
ESC Exit

DEB115A Debtors : View Debtor Document Details